



JOB DESCRIPTION

Position Title: **Team Member**

Working Title: **Meter Reader**

Class Code: 5602

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Performs duties requiring the reading and recording of water meter readings and the completion of service requests.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reads water meters, completes work order requests, and checks' subdivisions for possible new service connections. Monitors the number of water usage violations observed while in the field and reports violations to supervisor.

Turns service on and off at customer request and discontinues services for non-payment.

Performs after hours standby duties for service reconnections.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Ability to understand and follow verbal and written instructions. Ability to accurately read water meters.

High School Diploma or GED and six (6) months experience in customer service work.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is primarily outside work to read water meters. Incumbents must be able to walk for long distances over varied terrain to read water meters. Incumbents are exposed to all types of weather conditions and may perform some duties in the rain. Incumbents must safety precautions carefully while performing assigned duties. Incumbents perform duties that require lifting objects weighing up to 40 pounds.

